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Instruction Memorandum No. BC-99-063
Expires: 9/30/2000

To: All Washington Office and Field Officials
Attn: All Uniformed Bureau of Land Management (BLM) Employees

From: Director, National Business Center

Subject: Interim Policy and Guidance on Wearing the BLM Uniform

This Instruction Memorandum (IM) serves as interim policy and guidance while Manual Section 1103, Uniforms, is being revised. It describes the reintroduction of the traditional style uniform to the BLM's uniform program and it provides policy and guidance on how organizations should select the appropriate uniform type for their employees.

This IM does not address law enforcement uniforms. For policy related to law enforcement uniforms, please refer to Law Enforcement General Orders.

What is being added to the uniform program?

With the award of contracts to WearGuard, Inc. and R&R Uniforms, Inc in October, 1998, we introduced a new contemporary look to the BLM uniform program. While the contemporary uniform has generally been well received, the Bureau recognizes the need to maintain the traditional, public-official look under various circumstances. Therefore, beginning in October, 1999, we are reintroducing traditional style uniform components, including a tan shirt (with emblems on the sleeve) and traditional style brown slacks, shorts, and jeans into the program. The contemporary uniform will also remain in the program.

What policy applies to selection of a uniform type?

There are two distinct uniform types in BLM's uniform program: the contemporary uniform and the traditional uniform. Consequently, an inconsistent appearance among uniformed employees can easily occur. Because climates, conditions, and preferences vary significantly in the field, the Bureau has not developed overall standards for selection of the uniform type. Only States and/or local organizations can, and should, develop those standards.

Therefore, beginning October 1, 1999, States and/or local organizations must develop their own policy specifying what uniform type(s) are authorized to be worn by their employees. This policy may include either uniform type or may include both types. For example, an organization may decide that the contemporary uniform is appropriate for the public room, but recreational specialists must wear the traditional uniform.

What minimum Bureau standards apply when wearing the uniform?

When developing local uniform policy, organizations shall adhere to the following minimum standards:

1. BLM nameplates must be worn on top of the right pocket or where a right pocket would be located, with the top of the nameplate aligned with the pocket. Nameplates are mandatory on the traditional uniform shirt but are optional on the contemporary shirt, polo shirt, and T-shirt. In place of the nameplate, that may be worn as an option on the contemporary items, the employee's name may be embroidered by the contractor on the contemporary shirt, polo shirt, T-shirt, and coveralls. When wearing the traditional uniform, nameplates must be worn on the outermost garment.
2. Uniform components must not be mixed with civilian attire, except as approved through the National Uniform Committee and as identified in the Uniform Manual 1103. Blue jeans must not be worn with uniform components under any circumstances.
3. When two or more uniformed employees are assigned to the same task or event, the line manager or supervisor should determine which uniform type and components will be worn.
4. Traditional and contemporary style uniform items may not be arbitrarily mixed and matched. For example, the traditional uniform shirt should not be worn with the contemporary chino pants. Standards for coordination of uniform components are specified in Attachment 1. Uniformed employees must also adhere to the appearance standards defined in Attachment 2.
5. Uniform components must be purchased only through approved sources, which are WearGuard, Inc. and R&R Uniforms. We will announce any sources that may be added in the future via an Information Bulletin.

What components are being phased out of the uniform program?

As of October 1, 1999, we are eliminating the components listed below from the uniform program. After this date, do not wear these components.

Boonie hat, Lion Apparel style number LM 650
100% cotton brown jeans, Lion Apparel style number LM 504 and LM 505.

Please direct any questions or comments to the National Uniform Coordinator, Candace Thatcher, at 303-236-6369 or via E-mail.

Signed:
Robert Palmer
Acting Director, National Business Center

Authenticated:
Lynne J. Lotvedt
Staff Assistant

2 Attachments

- 1 - Authorized Uniform Types and Components (2 pp)
- 2 - BLM Uniform Appearance Standards (2 pp)

Distribution

RS-150A, BLM Library
BC-650C

AUTHORIZED UNIFORM TYPES AND COMPONENTS

Traditional = Traditional BLM Uniform. Authorized components for this uniform type are indicated in the “Traditional” column in the table below.

Contemporary = Contemporary BLM Uniform. Authorized components for this uniform type are indicated in the “Contemporary” column in the table below.

B = Basic Components are items that shall be worn by individuals authorized to wear the uniform. Employees shall purchase the basic components of their uniform type before acquiring optional components.

O = Optional Components are authorized items that may be worn with the uniform.

N/A = Not Authorized component for that uniform type.

Component Name & Style Number	Worn with Uniform Type		Purchased From		
	Traditional	Contemporary	Wear-Guard	R&R Uniforms	To Be Determined
Natural Contemporary Style Shirt # 1281, 1280, 1628, 1608	N/A	B	X		
Silver Tan Traditional Style Shirt * # 1519TP, 1529TP, 1659TP, 1669TP	B	N/A		X	
Polo Shirt * # 1375	O	O	X		
T-Shirt * # 1550	O	O	X		
Sand Jeans # 212	N/A	B	X		
Brown Jeans	B	N/A			X
Khaki Chino Pants # 2250, 2265, 2280, 2270	N/A	B	X		
Brown Cargo Pants	B	N/A			X
Khaki Chino Shorts # 1850, 1870, 1845, 1823	N/A	O	X		
Brown Cargo Shorts	O	N/A			X
Brown Windbreaker Jacket * # 870	O	O	X		
Parka * # 39072	O	O		X	
Rainpants * # 30071	O	O		X	
Pebble Stitch Sweaters # 367, 1483	N/A	O	X		

Component	Worn with Uniform Type		Purchased From		
Name & Style Number	Traditional	Contemporary	Wear-Guard	R&R Uniforms	To Be Determined
4-Layer Vest * # 1851	O	O	X		
Coverall * # 5014	O	O	X		
Belt * # 4831	B	B		X	
Ballcap * # 1649	O	O	X		
Tie * # 662, 669, 779, 665	O	O	X		
Nameplate ** # 05D	B	O		X	
Name Embroidery	N/A	O	X		
Volunteer Nameplate *** # 483	N/A	N/A		X	
Volunteer Vest *** # 348	N/A	N/A	X		
Pocket Insert ***** # 10281	N/A	N/A		X	

* Similar components previously purchased from Lion Apparel may be worn with the traditional uniform type only.

** The nameplate may be worn by employees and volunteers on either uniform type. It also can be worn with civilian clothing by individuals who don't wear the uniform but need to identify themselves as BLM employees.

*** The volunteer nameplate can be worn on a civilian shirt or jacket to identify BLM volunteers. The volunteer vest is also designed to be worn with civilian clothing.

***** The pocket insert is worn in the left front shirt pocket of a civilian shirt, and can be worn at meetings by supervisors or employees who need to be identified as BLM employees.

BLM Uniform Appearance Standards

Shirts

Worn neatly, tucked in.
All buttons kept buttoned, except top button (collar).
Clean and neat at beginning of workday.
Must not be excessively worn.

Pants and Jeans

Not wrinkled, shiny, baggy or excessively tight.
Clean and neat at beginning of workday.
Must not be excessively worn.
Pockets do not bulge.
Hems no lower than heel welt and no higher than three inches above the ground.
Must be worn with the uniform belt.

Outerwear

Must not be excessively dirty or worn.
Traditional uniform must have nameplate on outerwear.

Coveralls

Must not be excessively worn.
Must be clean at beginning of workday.

Belt

Must not be excessively worn or stained.
Key rings (if worn) must be inconspicuous, holding only keys essential to official duties.

Ties

May be worn with either uniform type.
Must not be stained.
Tip of the tie no higher than one inch above the buckle and no lower than the middle of the buckle.
When a tie tac is worn, it shall be centered on the tie at center of pocket level.

Nameplate

Centered over and one-eighth inch above right pocket, or where a right pocket would be located.

Socks and Hosiery

Color coordinated with shoes.

Free of holes, pilling, patterns, sagging, runs, or excessive wear.

Footwear

Color shall be dark brown, cordovan, or black.

Laces shall be black or brown.

Maintained in a clean/serviceable appearance.

Approval to wear other footwear (e.g. athletic shoes) may be authorized by line managers/supervisors.

Hats

Clean and unstained.

Ballcap worn level with bill centered in front.

Western or other hats worn level with the brim approximately two fingers width above the eyebrow.